

Changing Tenure Types from Homebuyer to Rental in IDIS

1. Log into IDIS and click the *Projects/Activities* link located along the top ribbon.
2. Select HOME from the **Program** drop box and enter the activity number in the **IDIS Activity ID** field. Click the *Search* button and the activity details should appear in the *Results* page below.
3. Under the *Action* field, click the *Edit* link for the activity.

NOTE: If the activity status is currently **Completed**, the *Edit* link will not be shown. Instead, click the *View* link. Once the *Edit Activity* page appears, click the *Reopen Activity* button located at the top of the page.

4. Scroll halfway down the *Edit Activity* page and find the *Activity* section. Under the **Program** column, locate *HOME* and change the *Activity Category* from **Homebuyer** to **Rental**.

IMPORTANT: A message will immediately appear that states, “Changing the activity category may result in a loss of data. Do you wish to continue?” Be advised that IDIS will delete all data stored in the completion screens for the activity. Users should only click the “Ok” button if all cost data, beneficiary characteristics, and addresses related to the activity have been saved outside of the IDIS environment. If the information has not been saved, click the Cancel button, save the data in a separate location, and repeat this process starting with step one.

5. Click the *Save* button located at the bottom of the *Edit Activity* page.
6. Click the *Edit HOME* button located under the *Setup Detail* column.
7. Verify the fields are accurate and make any necessary changes to the *Edit HOME Setup Detail Page 2* screen.
8. Press the *Save and Continue* button.
9. Enter the data required for each field on the *Edit HOME Setup Detail Page 3* screen.
10. Click the *Save* button. The tenure type has now been changed to **Rental**. Completion data for the HOME units may now be entered by clicking the *Edit HOME Accomp.* button that is located under the *Accomplishment* column.